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STANDARD FORM NO. 64

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130002-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, General Services

DATE: 3 October 1952

FROM : Chief,

SUBJECT: Monthly Shop Operation - September

The following figures are submitted in accordance with your draft, outlining the operation procedure of the Transportation Division

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1. Repair Jobs	44
Labor	\$431.75
Parts	385.83
2. Repair jobs performed outside	4
Labor	\$26.48
Parts	7.71
3. Maintenance Work	86
Labor	\$1664.25
Parts	24.84

The above work was performed by four (4) Mechanics.

Cars Washed	133
Cars lubricated	129
Cars polished	43
Oil changes	22
Tires repaired	32
Battery charges	9
Labor	\$959.80

The above work was performed by four (4) Mechanic's Helpers.

During the month there were three (3) cars completed on the rotation plan.

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